

ARMED FORCES STAFF COLLEGE  
Norfolk 11, Virginia

INFORMATION  
FOR  
GUEST SPEAKERS

1951 - 1962

SECTION I

GENERAL INFORMATION

1. Location. The Armed Forces Staff College is located in northwest Norfolk, Virginia at 7800 Hampton Boulevard, about five miles from the business section and about two miles south of the U.S. Naval Base.

2. Telephone Numbers. The College is served by the U.S. Naval Base exchange - Norfolk 28211.

College Offices	Extension
Commandant	5302
Deputy Commandant (Navy)	5307
Deputy Commandant (USAF)	5305
Faculty Executive	5676
Faculty Secretary	5306

3. Transportation.

a. Military Air. Military Air Transportation Service (MATS) furnishes two daily flights, Monday through Friday, between Washington National Airport and Langley Air Force Base. Langley Air Force Base is about one and one-half hours from the College by automobile.

The Fleet Logistic Air Wing furnishes two trips per day, Monday through Friday, between Anacostia Naval Air Station and Norfolk Naval Air Station. The Norfolk Air Station is at the U.S. Naval Base approximately fifteen minutes driving time from the College.

b. Commercial Air. Norfolk is served by three commercial air lines; Capitol, National and Piedmont.

c. Other Flights. Flights other than those mentioned above should be planned to terminate at the Naval Air Station, U.S. Naval Base, Norfolk.

d. Commercial Water. Norfolk is served by steamboat lines from Baltimore and Washington. The Old Bay Line has a daily schedule between Baltimore and Norfolk, and a boat every other day to Washington, returning on the following day.

e. Railroads. Norfolk is served by the following railroads: The Atlantic Coast Line, Chesapeake & Ohio, Norfolk and Western, Pennsylvania, and Seaboard Airlines.

f. Busses. Norfolk is served by Greyhound Lines and National Trailways Bus system.

4. Accommodations. For those speakers desiring to remain overnight, quarters are available at the Bachelor Officers' Quarters where an officers' mess is in operation.
5. It is requested that Guest Speakers notify the College a few days in advance of their arrival as to the method of travel, and time and place of arrival so as to permit a member of the Faculty to meet them.

## SECTION II

### FACILITIES

#### 6. Auditorium.

a. All guest lectures are presented in the college auditorium in Marinus Hall. The auditorium seats approximately 700 persons, but normal attendance does not exceed 200. Attendance is limited to the faculty, staff, student body and senior officers of the armed services from adjacent commands. The speakers rostrum is equipped with a lapel microphone to permit the speaker freedom of movement on the platform. The public address system is regulated to conform to the speakers voice and is ample to be heard in all parts of the auditorium.

Lectures are normally recorded, but if guest speakers so desire, no record will be made. The informal discussion periods following the lectures are never recorded. Transcripts of lectures, in every case, are submitted to the speaker for approval of content prior to inclusion in library reference collection, but such manuscripts are never made available for loan to persons or institutions outside the Armed Forces Staff College without the specific approval of the author.

#### 7. Training Aids.

a. Guest speakers have frequently brought slides and charts on which lettering has been too small to be legible to the audience. The specifications set forth in subparagraphs d, and e, are the MINIMUM which will guarantee successful visual aids presentations. Since the facilities of the Visual Aids Division at the College are available to guest speakers, it is suggested that charts and slides required for their use be prepared at this College.

b. Speakers desiring charts, slides, maps, etc., to complete their presentation are requested to forward a rough draft and explanation of their requirements to the College *three weeks in advance of their appearance.*

c. The following is a list of available basic equipment that is at the disposal of guest speakers.

35 mm arc lamp projectors, silent and sound.

16 mm arc lamp projectors, silent and sound.

16 mm portable projectors, silent and sound, with portable screen.

11' - 6" x 15' - 10" glass beaded fixed movie screen.

3½" x 4" standard lantern slide projectors.

"Soundmirror" magnetic recorder (tape).

"Pierce" magnetic recorder (wire).

33 1/3 and 78 RPM record players.

d. For displaying illustrations, charts or maps, four (4) 12' -0" (height) x 11' -6" and four (4) 12' -0" x 8' -0" or a combination total of four (4) 12' -0" (height) x 17' -6" sliding panels are permanently mounted on the stage. *Lettering on all charts should be a minimum of 2½ inches in order to be read from the rear of the auditorium.*

e. The slide projectors which have a throw of approximately 100 feet to the screen, use *standard 3½" x 4" lantern slides*. However, due to the size of the screen, the slides should be masked in ½" all around leaving a finished working area of 2½" x 3" in order to fill the screen properly. *Lettering should be as large as possible.* Slides reproduced from sketches prepared in accordance with the following guides have proven highly satisfactory:

Sketch Size	Height of Letters	No. Spaces Per Line	No. Lines Per Sketch	Reduction Ratio
2½" x 3"	0.08 in. (min)	37	12	1
4½" x 6"	0.14 in. "	52 (upper case) 58 (lower case)	14	2
5 5/8" x 7½"	0.175 in. "	58 (lower case)	14	2½
6½" x 9"	0.20 in. "	" " "	14	3
7 7/8" x 10½"	0.24 in. "	" " "	14	3½
9" x 12"	0.29 in. "	" " "	14	4

These are minimum sizes used; larger letters may be used with a proportionate reduction in the spacing of letters and in the number of lines per sketch. Since colored slides have in most instances proven unsatisfactory, their use should be avoided unless processed very clearly and with colors as light as possible.